



156 East First Street  
New Richmond, WI 54017  
Ph 715-246-4268 Fax 715-246-7129  
[www.newrichmondwi.gov](http://www.newrichmondwi.gov)

**July 1, 2016**

**TO ALL PLAN COMMISSION MEMBERS:**

|                      |                                   |
|----------------------|-----------------------------------|
| <b>Fred Horne</b>    | <b>Ron Volkert</b>                |
| <b>Jim Zajkowski</b> | <b>David Wilford</b>              |
| <b>Mike Kastens</b>  | <b>Kyle Hinrichs</b>              |
| <b>MaryKay Rice</b>  | <b>Sarah Skinner (ex officio)</b> |

**This is to notify you that there is a Plan Commission meeting scheduled for Thursday, July 7, 2016 at 5:00 p.m. in the Council Chambers of the Civic Center, 156 East First Street, City of New Richmond, WI.**

**AGENDA:**

- 1. Roll Call**
- 2. Adoption of Agenda**
- 3. Approval of the Minutes of the Previous Meeting, June 7, 2016**
- 4. Site Plan from New Richmond Area Centre/New Richmond School District**
- 5. Sign Ordinance Update**
- 6. Communications and Miscellaneous**
- 7. Adjournment**

**Fred Horne  
Mayor**

**cc:**

**The News  
Nick Vivian  
Tom Rickard  
Craig Yehlik**

**Northwest Cable  
Mike Demulling  
Dan Licht  
Beth Thompson**

**City Website  
Bob Meyer  
Jim VanderWyst  
Steve Skinner**

PLAN COMMISSION MEETING  
JUNE 7, 2016 - 5:00 P.M.

Members Present: Fred Horne, Ron Volkert, David Wilford, Mike Kastens, MaryKay Rice, Jim Zajkowski and Sarah Skinner (ex-officio)

Members Absent: Kyle Hinrichs

Others Present: Tara Van Eperen, Andy Brandel, Dan Licht, Tanya Reigel and Noah Wiedenfeld

Fred Horne called the meeting to order and roll call was taken.

Jim Zajkowski moved to adopt the agenda as presented, seconded by Mike Kastens and carried.

Mike Kastens moved to approve the minutes of the previous meeting on May 3, 2016, seconded by MaryKay Rice and carried.

**Public Hearing**

Fred Horne declared the Public Hearing to discuss the following:

- a) Application for a Conditional Use Permit from Garibaldi's LLC to allow the addition of a 20'x 24' outdoor seating area with a perimeter fence to serve food and alcohol. Property is located at 1621 Dorset Lane Unit 5, and described as EXC 11 T30N R18W PT SW NW; PT RICHMOND HEIGHTS 3RD ADD'N BLOCK 1 (0.840AC) LOT 55 & PT LOT 56 NKA RICHMOND HEIGHTS CENTER CONDO UNIT 1 (1,904 SQ FT) & COMMON ELEMENTS

Dan Licht explained the request for outdoor seating with the inclusion of liquor. The Plan Commission makes the decision on the Conditional Use Permit and the City Council makes the decision regarding the extension of premise for serving alcohol. City Staff recommends approval with the following conditions:

1. Installation of a minimum 4-foot tall fence to completely enclose the beer garden with egress gates as required by the Building Code.
2. The beer garden must be located upon an impervious surface.
3. The beer garden shall be segregated from through vehicle drive lanes by a raised 6 inch concrete curb and from pedestrian circulation by means of temporary fencing.
4. A minimum clear passage zone for pedestrians at the perimeter of the beer garden shall be at least 3 feet without interference from parked motor vehicles, bollards, trees, tree gates, curbs, stairways, trash receptacles, street lights, parking meters, etc. Overstory trees or umbrellas extending into the pedestrian clear passage zone or drive aisles shall have a minimum clearance of 7 feet above grade.
5. No electronically amplified outdoor music, intercom, audio speakers, or other such noise generating devices shall be allowed in the beer garden.
6. Furniture shall be washable, constructed of metal, plastic or other weather resistant materials and maintained in a safe and sanitary condition. Furniture shall not be stored, stacked and/or covered in the beer garden and shall be movable to allow for seasonal changes. One covered trash receptacle matching appearance of other furniture shall be provided for every eight tables.
7. Annual/perennial flowers shall be used to enhance streetscape aesthetics and plant material shall be in containers to allow for movement

Fred Horne declared the Public Hearing closed.

Jim Zajkowski moved to approve the Conditional Use Permit from Garibaldi's with the conditions listed above, seconded by Fred Horne and carried.

**Site Plan & Storm Water Review for ALDI, Inc.**

Dan Licht reviewed the site plan for ALDI, Inc. The site plan complies with all zoning requirements. Sidewalk will be extended on Dorset and a trail along Knowles Avenue to accommodate pedestrian traffic. Staff is recommending approval of the Site Plan and Storm Water Review for ALDI, Inc with the following conditions:

1. The City will undertake improvements to Dorset Lane between the back-of-curb to back-of-curb, with the developer responsible for proportional costs benefiting their property.
2. All signs shall comply with Section 121-44 of the Zoning Ordinance in effect at the time a permit is issued for their construction.
3. All grading, drainage and erosion control issues are subject to review and approval of the Public Works Director.
4. All utility issues are subject to review and approval of the Public Works Director.

The goal for ALDI is to start grading on June 20, 2016 and be open by Thanksgiving. The store will be the same size as the store in Stillwater, MN. Mike Kastens moved to approve the Site Plan and Storm Water Review for ALDI, Inc., seconded by David Wilford and carried.

**Sign Ordinance Update**

Noah Wiedenfeld gave an update on the Sign Ordinance. There was discussion regarding sign permit fees. Staff is recommending a flat fee of \$75 plus \$10 per additional sign. Other municipalities charge a flat fee and currently the City charges a percentage of the cost of the sign. Sandwich board signs would be allowed, one per business with no permit fee required. There was also discussion regarding temporary signs. If every business had a temporary sign, it would look very cluttered. There are also traffic concerns with too many temporary signs. Further discussion followed. Mike Darrow will have a walking tour on Thursday, June 16, 2016 at 1:00 p.m. to look at signs around the City. No action was taken.

**Communications & Miscellaneous**

None

MaryKay Rice moved to adjourn the meeting, seconded by Mike Kastens and carried.

Meeting adjourned at 5:27 p.m.

Tanya Reigel  
City Clerk





3601 Thurston Avenue N, Suite 100  
Anoka, MN 55303  
Phone: 763.231.5840  
Facsimile: 763.427.0520  
TPC@PlanningCo.com

## MEMORANDUM

TO: Beth Thompson

FROM: D. Daniel Licht, AICP

DATE: 1 July 2016

RE: New Richmond Area Centre/School District of New Richmond; 451 East 5<sup>th</sup> Street

TPC FILE: 164.02

## BACKGROUND

The New Richmond Area Centre has acquired the property at 451 East 5<sup>th</sup> Street to the southeast of the existing facilities. The property is developed with a single family dwelling. The School District of New Richmond is proposing to utilize the building as a temporary location for their Bridge education program for seven students and three staff members. The Planning Commission will consider the application at their meeting on 7 July 2016.

### Exhibits:

- A. School District of New Richmond letter dated June 29, 2016
- B. Site Location
- C. Property Information

## ANALYSIS

**Comprehensive Plan.** The Comprehensive Plan guides the subject site for low density residential uses. The policies of the Comprehensive Plan encourage the City to work with the School District of New Richmond to provide for facilities to serve the education needs of the community. Locating such educational facilities within low density residential neighborhoods is an acceptable land use.

**Zoning.** The subject site is zoned Z5 Traditional Neighborhood District. High Schools are listed as a permitted use within the Z5 District subject to site plan review and approval by the Plan Commission. The program that is proposed to occupy the existing building is an alternative high school curriculum that would be an allowed use of the property by the Zoning Ordinance.

The program will have seven students and three staff members and operate from 7:30AM to 3:30PM between 1 September 2016 to 2 June 2017 for two 180 day periods (and excepting School District breaks/closures).

**Surrounding Land Uses.** The table below summarized existing and planned land uses surrounding the subject site. The primary issue for use of the existing building is compatibility with existing single family dwellings to the east and south of the subject site. Based on the limited enrollment in the program and temporary use of the subject site for the 2016-2017 school year, no adverse compatibility issues are anticipated.

| Direction | Land Use Plan        | Zoning Map  | Existing Use  |
|-----------|----------------------|-------------|---------------|
| West      | Institutional/Public | Z5 District | NR Centre     |
| North     | Institutional/Public | Z5 District | NR Centre     |
| East      | LD Residential       | Z5 District | Single Family |
| South     | LD Residential       | Z5 District | Single Family |

**Building Code.** The existing building is a single family dwelling. The School District of New Richmond intends to occupy the building with their program with minimum modifications. The Building Code allows such temporary occupancy without modification to comply with requirements applicable to public spaces for up to two 180 day periods. The Building Inspector will review the property to identify any life-safety issues that will be required to be modified as a condition of the temporary occupancy.

**Off-Street Parking.** The subject site has a two car attached garage and driveway accessed from East 5<sup>th</sup> Street typical of a single family dwelling. The residential access and driveway does not meet the requirements of the Zoning Ordinance established in Section 121-52.A that would apply to a permanent conversion of the property for a high school program use. Recognizing the temporary use of the property by the School District of New Richmond, the New Richmond Area Centre is allowing use of the parking facilities to the north and west of the subject site that are suitable for a public use. A shared parking arrangement is allowed by Section 121-52.A.6 of the Zoning Ordinance. Table 14 of the Zoning Ordinance requires one off street parking stall for each full time employee and one stall for each three students over age 16. Based on the staff and student information provided by the School District, a total of six parking stalls would be required. There is more than an adequate supply of parking at the New Richmond Area Centre to provide the necessary off-street parking for the education program.

**Outdoor Storage.** No outdoor storage or uses are proposed as part of the use. Any outdoor uses or storage are to comply with Section 121-48.A.2 of the Zoning Ordinance consistent with the single family character of the subject site. Any trash generated by the use will need to be kept inside of the building so as not to cause a nuisance or be visible from surrounding properties or the public street.

**Signs.** No signs are proposed as part of the interim use of the property. City staff recommends that no signs be displayed on the property identify the use given the single family character of the property and temporary occupancy.

## **RECOMMENDATION**

Our office and City staff recommend approval of the application as outlined below based on the use being temporary and being of a limited scale so as to not cause compatibility issues with surrounding uses

## **POSSIBLE ACTIONS**

- A. Motion to **approve** occupancy of 451 East 5<sup>th</sup> Street by high school education program of the School District of New Richmond subject to the following conditions:
  - 1. Use of the premises for an education program be limited to 1 September 2016 to 2 June 2016 unless an amended site plan is approved and the building is brought into compliance with the requirements of the Building Code for a permanent use.
  - 2. Occupancy of the building is subject to review and approval of the Building Inspector for compliance with the requirements of the Building Code.
  - 3. Off-Street parking for staff and/or students shall occur within the improved parking areas of the adjacent New Richmond Area Centre; no vehicles are to be parked on the subject site or abutting public streets.
  - 4. Any outdoor uses or storage shall comply with Section 121-48.A.2 of the Zoning Ordinance and any trash generated by the use shall be kept inside of the principal building.
  - 5. No signs identifying the use shall be displayed upon the property.
- B. Motion to **deny** the application based on a finding that the request is not consistent with the Comprehensive Plan and does not comply with the requirements of the Zoning Ordinance.
- C. Motion to **table**.
- c. Mike Darrow, City Administrator  
Sarah Skinner, Building Inspector  
Jeremiah Wendt, Public Works Director  
Tanya, Reigel, City Clerk





**City of New Richmond**  
156 East First Street ❖ New Richmond, WI 54017  
Phone: (715) 246-4268 ❖ Fax: (715) 246-7129

CITY ORDINANCE SECTION 117 & 121  
[www.newrichmondwi.gov](http://www.newrichmondwi.gov)

|   |          |                    |
|---|----------|--------------------|
| <input checked="" type="checkbox"/> SITE PLAN/STORM WATER REVIEW FEE: | \$250.00 | ESCROW: \$1,500.00 |
| <input type="checkbox"/> CONCEPT PLAN FEE:                            | \$150.00 | ESCROW: \$1,500.00 |
| <input type="checkbox"/> CERTIFIED SURVEY MAP FEE:                    | \$200.00 | ESCROW: \$1,500.00 |
| <input type="checkbox"/> AMENDED CERTIFIED SURVEY FEE:                | \$200.00 | ESCROW: \$1,500.00 |

*Application fees should be made payable to City of New Richmond upon submittal of completed application. Escrow funds will be drawn to cover project-related costs. Additional funds may be required; surplus funds will be returned.*

Please complete the application by typing or printing in ink. Use additional paper if necessary.

**1. Property Owner Information:**

Company name: New Richmond Area Centre  
Last name: Blattner First name: Darian  
Address: 428 S. Starr Avenue City/State/Zip: New Richmond, WI 54017  
Phone number: 715-246-2252 Email address: dblattner@nrcentre.com

**2. Applicant Information: (if different from above)**

Company name: School District of New Richmond  
Last name: Olson First name: Patrick  
Address: 701 E. 11th Street City/State/Zip: New Richmond, WI 54017  
Phone number: 715-243-7411 Email address: polson@newrichmond.k12.wi.us

**3. Address(es) of Property Involved: (if different from above)**

451 E. 5th Street, New Richmond, WI 54017

**4. Zoning Designation:** Traditional Neighborhood District

**5. Statement of Intent:** Briefly describe what will be done on or with the property: (See Exhibit A.)

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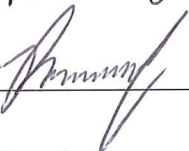
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**6. Additional Required Information:**

- a. Legal Description and PIN:** Provide the Parcel Identification Number(s) and the complete legal description(s) of the property involved.
- b. Consultant Fees:** Whenever third party consultants are utilized in the preparation of application materials (e.g., a traffic study) or the City's review of an application (e.g., traffic study analysis), the applicant shall be responsible for paying the entirety of those costs.
- c. Other Information:** In addition to a full size site plan and an 11" x 17" copy, topographic survey, landscape plan, grading and drainage plan, exterior building elevation drawings, and other information may also be required if deemed necessary by City Staff. Please refer to Sec. 121-31 for further information on Site Plans.

**7. Signature(s):** By signing below, you attest that the information above and attached is true and correct to the best of your knowledge.

Property Owner:  Date: 6/21/16

Applicant:  Date: 6/21/16

Fee Paid: 250.00 Date: 6/21/16 Receipt # 63028

Escrow Paid: 1500.00 Date: 6/21/16 Receipt # 63028

**Zoning change applications must be received by the first Thursday of each month; applications received after this date cannot be heard at the Planning Commission meeting the following month.**



## EXHIBIT A

The School District of New Richmond is requesting the use of the home located at 451 East 5<sup>th</sup> Street for the temporary setting for our Bridge Program.

The School District of New Richmond's Bridge Program is an alternative education program designed to meet the needs of students that the traditional school setting is not applicable at this time in their career. Our program is led by a lead teacher and two assistants. The enrollment of this program for the 2016-17 school year is 7 students. Each student's schedule is different as it depends on meeting the individual needs. In most cases these students do not attend traditional school hours. We are requesting the use of this location for two-180 day terms based on the City of New Richmond Application.

The SDNR is seeking this request as an interim location until the City of New Richmond and the Wisconsin DOT grant approval for this program to be located out at the Farm to Table Site northwest of New Richmond. The District and the City of New Richmond are in the final stages of the Old Middle School Agreement. Due to the razing of this site, the Bridge Program does not have a suitable replacement location at this time.

We thank you for the opportunity to temporary house this program in this location. Please feel free to contact Patrick Olson-District Administrator if you have any follow up questions (715.243.7413) or [polson@newrichmond.k12.wi.us](mailto:polson@newrichmond.k12.wi.us)



## School District of New Richmond

Patrick B. Olson  
701 East 11<sup>th</sup> Street  
New Richmond, Wisconsin 54017  
Phone: 715-243-7413 Fax: 715-246-3638  
[polson@newrichmond.k12.wi.us](mailto:polson@newrichmond.k12.wi.us)

June 29, 2016

Dear City of New Richmond Planning Commission,

The School District of New Richmond is requesting the use of the home located at 541 East 5<sup>th</sup> Street for the temporary setting for our Bridge Program.

The School District of New Richmond's Bridge Program is an alternative education program designed to meet the needs of students that the traditional school setting is not applicable at this time in their career. Our program is led by a lead teacher and two assistants. The enrollment of this program for the 2016-17 school year is 7 students. Each student's schedule is different as it depends on meeting the individual needs. In most cases these students do not attend traditional school hours. We are requesting the use of this location for a two-180 day terms based on the City of New Richmond Application.

The SDNR is seeking this request as an interim location until the City of New Richmond and the Wisconsin DOT grant approval for this program to be located out at the Farm to Table Site northwest of New Richmond. The District and the City of New Richmond are in the final stages of the Old Middle School Agreement. Due to the razing of this site, the Bridge Program does not have a suitable replacement location at this time.

The hours of operation for the Bridge Program include 7:30am to 3:30pm from September 1, 2016 through June 2, 2017. These hours are varied based on student programming. For example, each student's schedule is dependent upon their individual education plan or an agreed upon schedule with staff and parents. For some students their daily schedule is just in the morning or just in the afternoon. There would not be any need for additional hours other than staff prep at various times beyond the afore-mentioned time frame (7:30am to 3:30pm).

We thank you for the opportunity to temporary house this program in this location. Please feel free to contact Patrick Olson-District Administrator if you have any follow up questions (715.243.7413) or [polson@newrichmond.k12.wi.us](mailto:polson@newrichmond.k12.wi.us)

Respectfully,

Patrick B. Olson  
District Administrator  
School District of New Richmond  
Office: 715.243.7413  
[polson@newrichmond.k12.wi.us](mailto:polson@newrichmond.k12.wi.us)

**From:** Darian Blattner [<mailto:dblattner@nracentre.com>]

**Sent:** Thursday, June 30, 2016 8:20 AM

**To:** Patrick Olson

**Cc:** Sarah Skinner

**Subject:** Re: FW: Centre and District Application

Good Morning Sarah,

This e-mail will serve as our formal notification that the Centre will allow use of our parking lots for the New Richmond School District's Bridge program.

Please let me know if you need anything else from me to assure this great program is able to run in this location.

Thanks,

Darian

On Wed, Jun 29, 2016 at 12:47 PM, Patrick Olson <[polson@newrichmond.k12.wi.us](mailto:polson@newrichmond.k12.wi.us)> wrote:  
Darian,

As discussed yesterday could you please provide Sarah with a statement from the Centre regarding your approval with shared parking for the Bridge Program?

Thank you,

**Patrick B. Olson**

District Administrator

School District of New Richmond

Office: [715.243.7413](tel:715.243.7413)

[polson@newrichmond.k12.wi.us](mailto:polson@newrichmond.k12.wi.us)



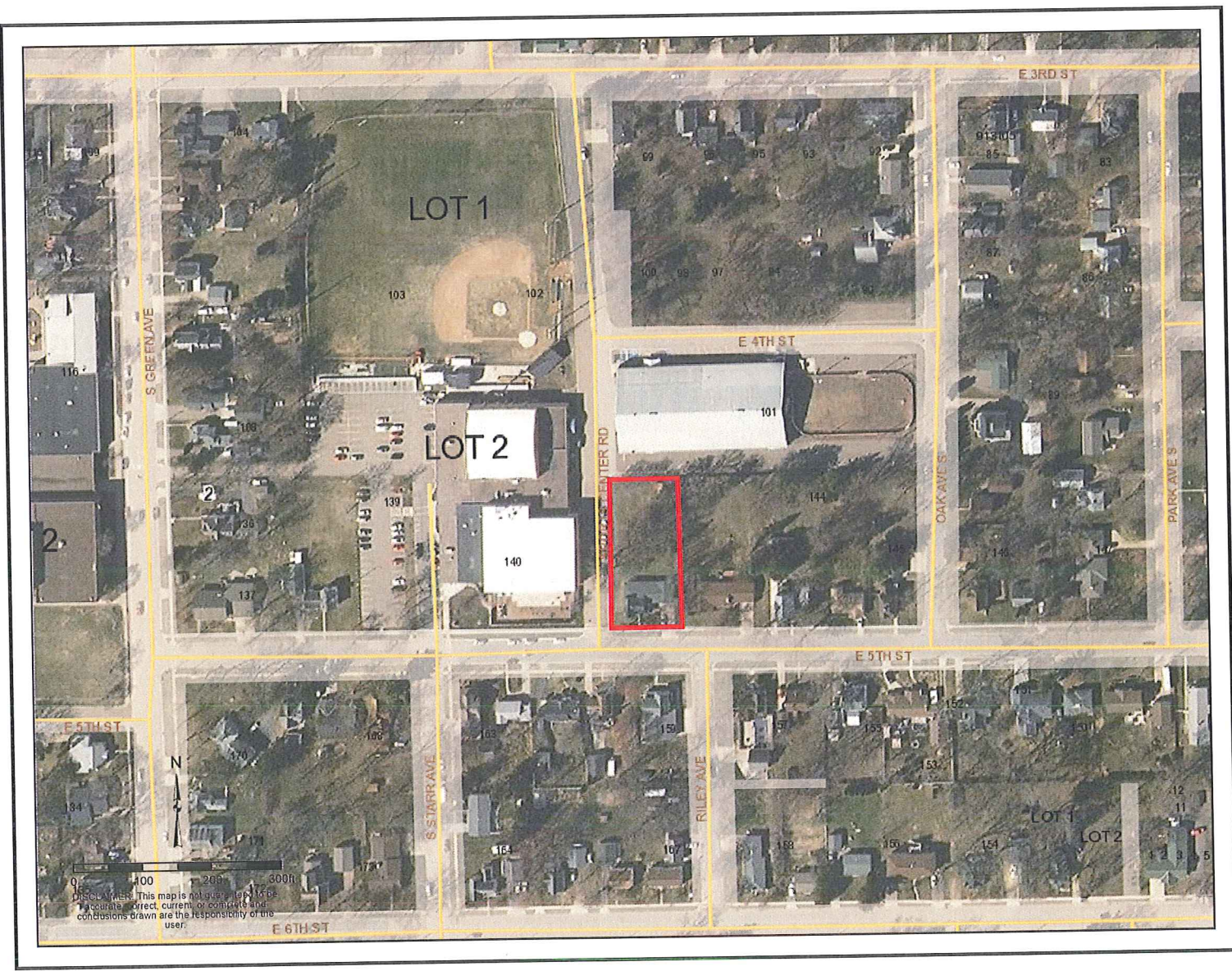


*SCHOOL DISTRICT OF NEW RICHMOND*  
**Inspire Every Student to Learn to His or Her Potential**

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The following motion was made at the June 20, 2016 meeting of the New Richmond Board of Education:

**Marilyn Duerst made a motion to approve the use of the property located at 451 E. 5<sup>th</sup> Street owned by the New Richmond Area Centre for two 180 day terms as the temporary location of the School District of New Richmond's Bridge Program. Neal Melby seconded the motion. Motion carried 6-0.**

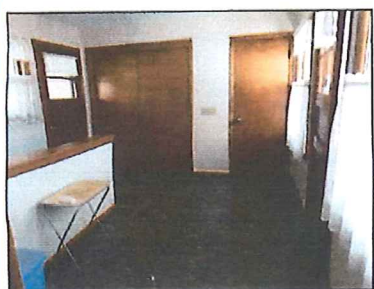




# Pride of Ownership!

451 E 5th St

## New Richmond



**\$179,900**

### HOME FEATURES

This home has seen a lot in its years! Current family grew up and has owned this home for close to 60 years! Home has great amenities-main floor laundry, bedroom and master bath, main floor family room plus another family room in the lower level. Upper level has 3 more bedrooms and a bathroom. Enclosed front porch plus a covered back porch. Wheelchair ramp on front plus grab bars strategically placed throughout the main level. Huge back yard near the Area Centre & Sports Center.



The Moe's

**WESTconsin Realty LLC**

themoes@themoessellhomes.com

www.TheMoesSellHomes.com

Office: office: Inside New Richmond WESTconsin Credit Union

Jim: 715-781-0387

Gina: 651-491-0043

Jeremy: 651-491-0245

### HOME PROFILE

Bedrooms: 4  
Bathrooms: 3  
Taxes: \$3754 (2015)  
Schools: New Richmond  
Year Built: 1900  
Sq. Ft: 3,423  
Style: 1.5 Story  
Exterior: Wood  
2 Car Attached  
Enclosed front porch  
Great Location  
Beautiful backyard!  
MLS: 4703428

**WESTconsin**  
REALTY LLC  
*Where you belong.*



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All information deemed reliable but not guaranteed.